2006-2007 NHAP Application
Questions & Answers

Question #1

What age is the cut off for identifying youth?

Answer #1
Use the age category that is used on the monthly NHAP report: “under 18” is considered “Youth.”

Question #2

The racial categories on the application do not match up to the racial categories on the monthly report [Note: There are more racial background options on the NHAP monthly report.]. Where do we list the individuals who have identified in a category not listed on the application?

Answer #2

The application’s racial table does not include the following breakdowns that are included on the monthly NHAP report:
1) American Indian/Alaskan Native & White
2) Asian & White
3) Black/African American & White
4) American Indian/Alaskan Native & Black African American

If individuals have identified in one of those four categories for the NHAP monthly report, add those numbers to the “Other Multi-Racial” category. Any significant changes in racial demographics should be discussed in question 4, which follows the table on racial background (See page 11 of the application.).

Question #3

We have three homeless programs. Should we submit three applications or describe the three programs in one application?

Answer #3

As long as the programs are in one Continuum of Care Region, submit one proposal describing each homeless program for which you are requesting funding. If your agency is represented in more than one Continuum of Care Region, you need to submit a proposal for each Continuum of Care Region.

Question #4

On page 17 (success of the program), are we allowed to use more than the few lines provided and perhaps not use some of the space in another question in that same section. I downloaded the application and have the ability to do so. However, the instructions say to use the space provided.

Answer #4

You may readjust the amount of space used for each question. Do not exceed the total space allowed. This is not a narrative section.

Question #5

Should we "clean up" our filled out application? For example, should we delete the instructions on the logic model and delete the unused pages.

Answer #5

You may "clean up" the completed application and delete the instructions and any unused pages. Reviewers will have a copy of the RFP and application for reference.

However, be discerning in deleting instructions. Reviewers often find it helpful when a question from the application is restated in the proposal. Deleting the instructions for Section I – A (page 2) may not be prudent. One way to approach this section could be to use the questions or requests for information as a header for a paragraph(s) responding to the question or request for information.

After a proposal is completed, it is helpful to have someone not familiar with the agency or program(s) proofread the proposal. If an independent reader has questions, a reviewer is likely to have questions. Don't delete so many instructions that the reviewer has to constantly refer to a copy of the application.

Question #6

What is the difference between "youth" and minors/children" as used in Section III (the demographics spreadsheet "C")?

Answer #6

Section III, table C – Demographic Data is a recap of the last grant year's end-of-year data. This question relates to Table VII on the monthly NHAP report.

"Youth" refers to those individuals 18 years and under. "Minors/children" would include those not included in any of the other categories for "Youth." "Minors/children" is a category used to capture the number of children in the various household types.

Question #7

On page 10 under gender, do you want the male and female breakdown of adults only or for all unduplicated persons who are homeless and at-risk of homelessness?

Answer #7

Section III – Program Data (page 10) is the year-to-date data for the last NHAP grant year completed (July 1, 2004 – June 30, 2005). The gender data is contained in Table VII of the monthly NHAP report. Report the total unduplicated number of females assisted and the total unduplicated number of males assisted. Separate by "homeless" and "near homeless."

Questions & Answers and Discussion at January 18, 2006 Video Conference

Corrections:

- ✓ PowerPoint, slide #14, Awards and Notification Process – Continued, December 4, 2007 should be 2006.

- ✓ Application, page 14, Budget Narrative Instructions, second line, delete "income and."

- ✓ Application, page 23, bottom of page: Delete Agency Administrator

General Comments & Questions:

- ♦ **Use 12 point font, single spacing with double spacing between paragraphs. Use standard margins of 1" top and bottom, 1.25" left and right. Single-side printing only. Use only the number of pages allowed for each section.**

- ♦ Questions and Answers will be posted weekly and more often, if necessary, as the deadline approaches. The NHAP Web site is:

  http://www.hhs.state.ne.us/fia/nhap/nhap_funding.htm

- ♦ Instructions may be deleted. However, be prudent when deleting instructions. A reviewer finds it difficult to shift back and forth between the application and the proposal to ensure that all questions were answered. For example, in Section I, the boxed items plus the instructions following "A" could be deleted. Do identify the Section. A good approach to this section would be to identify the Section, state the question and then provide the response to each question.

- ♦ Use data to support narrative. Use of a case study can be effective in showing how individuals and families access appropriate shelter, housing and services. Use data throughout the proposal.

- ♦ Some programs, such as a large meal program, cannot currently report unduplicated data for that particular program. If funding is requested for such a program, provide data as tracked with an explanation of the method. If there are future plans to provide unduplicated counts (i.e., scan cards), please explain.

- ♦ Lincoln grantees will be on the same fiscal year for both Emergency Shelter Grant (ESG) and Homeless Shelter Assistance Trust Fund (HSATF). That grant year is July 1, 2006 through June 30, 2007.

Application:

1) Page #2, Tables: For both Emergency Shelter and Transitional Housing, if you are requesting funding for expansion, enter the total number of units (bedrooms) and beds the facility will have when the expansion is completed (See PowerPoint slides #19 & 20 for examples.) If no expansion, enter “0” or “n/a” in Projected Number column.

   Emergency shelter and transitional housing are defined, in part, by the length of stay allowed. Emergency shelter is generally 30 days; transitional housing is always up to 24-months. HUD asks each continuum to define “emergency shelter” and “transitional housing” within the boundary of up to 24-months for transitional housing.

2) If your agency uses hotel/motel vouchers for emergency shelter, state that in your narrative for Section I, A, question #8. Bold the number of units (bedrooms) and beds within the narrative section. If your agency does not report hotel/motel vouchers by units and beds, state how hotel/motel vouchers are reported. Regardless of method, define how you report hotel/motel vouchers.

   Note: There was discussion about how agencies report hotel/motel vouchers (i.e., number of nights, household type, length of stay, cost). There was not consistency in current reporting, although the favored method seemed to be **nights of shelter per person**. Once proposals are reviewed a common method can be adopted for NHAP reporting purposes.

3) Page #10, Table C. Demographic Data: “Youth” are unaccompanied children. “Minors/children” are attached to the adults reported.

4) Page #12, D. Budget Tables: If an agency wants to do separate budgets and budget narratives for Homeless Programs and Near-Homeless Programs, separate budget tables for Homeless and Near-Homeless Programs can be submitted. Budget narrative would have a four (4) page maximum.

   Final determination of ESG and NHAP dollars are calculated by HHS. Use any past award for a guideline. Do not be concerned about having a precise breakdown of the funds in the proposal. The total of the ESG and HSATF amounts must equal the total NHAP requested. These amounts need to be the same on the cover page of the proposal, the combination listed for ESG and HSATF on page 12 of the application and page 14 of the application.

   If your agency does not have some of the funding sources listed in the budget tables, the budget may be altered to reflect your agency’s income sources.

   In the projected budget, some grant sources may be known and others pending. Note unsecured funding by including after that source (TBD) if application has not be but will be submitted or (P) if application has been submitted but award status is not known. (To be determined.) (Pending) List all foundations separately. List United Way under “Other.”

5) Page #14, Budget narrative instructions: See "Corrections" above. Delete "income and." It is only necessary to explain expenses. Focus on explaining how budget projections were determined and how the line items in the budget tables were calculated.

6) Page #17, Question 1, Logic Model: Use form and format at the end of the application.

   Pages #17 & #18, Questions 2, 3 and 5: Space allocated for these questions may vary from the predetermined length in the application. However, <u>questions 2, 3, 4 and 5 must be answered in two (2) pages maximum.</u>

7) Page # xxvii, Logic Model: If you are applying for funding for multiple programs, identify each program and the resources/inputs, activities, outputs, outcomes and community impact(s) that correspond to each program.

   There is not a limit on the Logic Model pages. Provide enough information that the reviewer can determine the significant components of each program. Do not provide the amount of detail that you would within your agency. That level of detail is required for actually carrying out a plan; it is not required to assess the importance of the program from the reviewer's perspective.

8) Page #19, Continuum of Care: Collaboration with business entities can and should be listed, even though they are not active members of the regional continuum of care. The Department of Housing and Urban Development (HUD) does consider the business community as a stakeholder that should be involved with continuums of care. Continuums should work to bring business leaders to the table.

Question #8

I have a question regarding the tables on page 2 for emergency shelter and transitional housing beds. Our family rooms can be both emergency shelter and transitional housing, depending on the family's needs. Should I repeat the same bed count in each table or only count each bed once?

Answer #8

Beds should be counted one time only. You need to define how many beds are for emergency shelter and how many beds are for transitional housing. When beds may be used for either, use last year's actual usage to guide your category breakdown this year.

Question #9

Instructions note that Fringe Costs are "not to exceed 25% of personnel costs." Does that mean the total fringe cost, regardless if NHAP is asked to fund any of it or not?

Answer #9

Fringe costs for the agency may exceed 25 percent. Any NHAP award will allow no more than 25 percent in fringe costs. For example, if you are requesting funds to pay salary and fringe benefits for drug and alcohol counseling in the amount of $30,000, the maximum allowable for fringe costs would be $7,500 (25% of $30,000). You may ask for NHAP to support a smaller percentage of fringe benefits; it can never exceed the 25 percent.

Question #10

This is a follow-up question to Question #3 – "We have three homeless programs. Should we submit three applications or describe three programs in one application?"

With the one proposal, how should the individual programs be treated? Should there be separate narratives and budgets for each program? Should all the questions be responded to for each program or should all narratives and budgets be combined as though they are one program?

Answer #10

The three programs should be briefly described. Any differences between the programs should be explained. For instance, if one program is for individuals with drug and alcohol addictions and another program is for families who are homeless, the application needs to explain the sub-populations and services required for each program.

In the budget section, there is the option of providing separate budgets for separate programs. That is a choice and not a requirement. The budgets for the three programs could be combined or done separately. If done separately, a two-page narrative is allowed for each program budget.

Question #11

This is the first year of a two-year application cycle. We are planning an expansion in the second year of the two-year cycle with no expansion planning in the first funding year. How should that be handled?

Answer #11

Even with a renewal cycle in the second year, each year is a separate funding cycle. Apply for the funds needed each year of the cycle.

Question #12

Can expenses be included in the NHAP grant application for expenses to travel to Continuum of Care meetings? If so, under what section?

Answer #12

Travel to continuum meetings could be an expense under HSATF Operations.

Question #13

The instructions state that the top and bottom margins should be 1 inch and the left and right margins should be 1.25 inches. The downloaded application has left and right margins of 1 inch and top and bottom margins of .07. When I change the margins to match the margins in the instructions, it changes the structure of the entire document. What is the best solution to this problem?

Answer #13

Before changing any margins, print off a copy of the application as formatting. This will help ensure that the total pages are not exceeded.

On the cover sheet, place the cursor in the spot you wish to enter information. Select the 12-point font size and fill in the information accordingly. The margins do not have to be changed on the cover sheet.

For the rest of the application, reset the margins as noted in the instructions and change the font size to 12-point font. If tables or charts partially move to another page, space down until the entire table is on one page or do a page break ("Insert" tab at top of computer, "Break" under drop down menu, "Page Break" under Insert).

Question #14

Do the proposals need to be in the State HHS office by Friday, February 17, 2006 by 5:00 p.m. CT or do they need to be postmarked by the $17^{th.}$ The western part of the state has a two-day mail time.

Answer #14

Proposals are due in the NHAP office by 5:00 p.m. CT on Friday, February 17, 2006. The NHAP RFP/application is issued the first Monday of December for proposals due the following February. The two and a half month lead-time provides time for review of the RFP and preparation of the proposal. Mail time must be included in the submitting agency's proposal writing time frame.

Question #15

Do we need to attach the full audit to the original plus the seven copies?

Answer #15

No. Only one copy of the audit is required. It is made available to the full review team at the team review meeting.

Question #16

I need some advice on the budget section. Two employees run our homeless prevention program. The budget has three separate sections for personnel. What if the two people work in all three sections? Do we need to split salary equally between Facility Operation, Client Services and Homeless Prevention?

Answer #16

If employees work in all three sections, divide the time according to the time dedicated to each section. Remember that salary for Facility Operation is for expenses related directly to the operation of an emergency shelter (or transitional housing if there is a facility manager). Operational staff costs are limited to 10 percent of ESG funds (maintenance staff may exceed the 10 percent).

Salary in the Client Services section can be used for staff time spent with people who are homeless. Salary in the Homeless Prevention section can be used for staff time spent with people who are at-risk of homelessness (this is specifically defined). The preference for ESG funds is to cover rent and utility arrearages (vs. staff time); HSATF is more likely to cover staff time in this category.

Question #17

I have referenced the Exhibit 1 – Service Activity Chart. However, I noticed that the Exhibit 1 does not list our agency for a number of CoC components and services that we offer. How should I handle that? Should we note that the components and services have been in place and funded in the past but were omitted in the 2005 Exhibit 1? I am concerned that the omissions may result in reduced funding in those areas.

Answer #17

Note that the agency has been providing and has been funded for those components and services (give the length of time). Exhibit 1s are updated each year and are continually under revision. As each agency reviews the Exhibit 1, corrections, such as the one you note, can be made. The purpose of this question is to enhance the quality of the Exhibit 1 information, which will benefit the continuum in other funding opportunities. In terms of scoring, the response to this question by the agency is the item of importance. Funding would not be reduced on this item alone.